

# VSH Governing Body Meeting Minutes

December 20, 2006

<b>Type of meeting:</b>	Oversight
<b>Facilitator:</b>	Steve Gold
<b>Note taker:</b>	Cheryl Goodwin-Abare
<b>Governing Body Members:</b>	Steve Gold; Terry Rowe; Dr. Simpatico; Bill McMains; Dawn Philibert (designee for Sharon Moffitt); Frank Reed (designee for Barbara Cimaglo); William Alexander.
<b>Attendees:</b>	Jessica Oski; Scott Perry; Denise McCarty Public: None

**AGENDA TOPICS:** Approval of Minutes from 11/15/06, Executive Director's Report, Medical Director's Report, Other Business.

**Discussed:** Minutes of the November 15th, 2006 Governing Body Meeting was reviewed for approval.

**Conclusion:** Minutes Approved

**Action:** Dawn Philibert stated that Frank Reed was the designee for Barbara Cimaglo. Steve Gold stated that he would like Dr. Simpatico to add more information to the Electronic Medical Records section. Dr. Simpatico concluded that he would gladly do this. Dawn Philibert made a motion to accept the minutes of the November 15, 2006 meeting with these corrections. Frank Reed seconded the motion; all in favor. Minutes approved for 11/15/06.

**Person Responsible:** N/A

**Due Date:** N/A

**Discussed:** Executive Director's Report (Terry Rowe)

**Policy Development:** Terry handed out the new Policy Development Instructions and they were reviewed and discussed.

**Scott Perry, VSH Quality Consultant,** went over injury reports, variance reports and grievances at VSH during the month of November 2006.

**Patient Event/Injury:** During the month of November 2006, 25 reports of Patient Event/Injury were submitted; 12 were reports of injury. Eleven injuries were considered minor, and one was of moderate severity. The moderate severity injury resulted when a patient lost his balance, fell backwards and hit his head on the corner of a door, which resulted in a laceration to his head. He was transported to CVH Emergency Department where he was treated and returned to VSH. This patient was the subject of five separate injury reports, all as a result of falls. All patients received an appropriate response from members of the clinical staff.

**Employee Injury:** During the month of November 2006, 31 reports of employee injuries were submitted, 28 of which reported injuries. Two injuries were considered moderately severe and the rest were minor. Of the 28 reports of employee injury 20 (71%) were reported as having occurred in some type of interaction with a patient. The number of injuries to employees reported during November represents a sharp increase compared with the previous three months. The two most serious injuries were by one patient who assaulted two employees without warning, punching one in the nose, and punching the other repeatedly in the face. Both employees were transported to the CVH Emergency Department for evaluation and treatment. Another patient was involved in seven minor injuries to employees. Four were as a result of employee's lifting this heavy patient; two were from bites by the patient, and one strain from a restraint procedure. Two other patients were involved in multiple events of scratching, hitting, or kicking employees: one patient in three such events, and the other patient in two.

**Variance Reports:** During November 2006, 20 Variance Reports were filed. No concerning patterns or trends were identified during the review of variances.

**Patient Grievances:** During November 2006, five Patient Grievances were submitted. All were investigated and responses provided to the patients involved. Areas of patient dissatisfaction included perceived restriction of the use of the telephone, perceived problem with the structure of a smoke break, a wish to have the privilege level increased, a wish to be discharged, and a request for access to a law library as well as expressed problems with Legal Aid. No credible allegations of abuse, neglect, or exploitations were made, nor were any complaints of employee misconduct substantiated.

On future agendas under Executive Director's Report there will be a section call Quality Department. Scott Perry will let the Governing Body know what areas are being worked on and what the outcomes are.

**Conclusion:** Terry will follow-up on issues stated above.

**Action:** Terry will continue to work on issues addressed.

**Person Responsible:** Terry Rowe

**Due Date:** January, 2007

**Discussed: Medical Director's Report (Dr. Simpatico)**

**Census:** As of today we were down to 52 patients but we have had a census of about 54 patients for the last month. We have been in the process of moving patients out and transferring patients on a daily basis. Nursing home placement is being look at for some elderly patients. Second Spring will be opening on March 1, 2007. We should have a decrease in our census when Second Spring opens as Second Spring will only be taking VSH patients. When Second Spring staff will be coming to VSH to be part of treatment plan meetings and relationship building to make these transitions easier on the patients. Frank Reed talked about Nursing Homes and developing a specialized unit for patients that really should be in nursing homes instead of being at VSH.

**Dr. Simpatico also discussed a meeting with Amy Davenport, the Administrative Judge; Lee Suskin, Court Administrator; and the court clerk to discuss involuntary non-emergency psychotropic medication procedures and how to shorten the time length that it takes to get a patient involuntary non-emergency medications.**

**Electronic Medical Record – Dr. Simpatico talked about the CRIS System (a unique electronic health record developed by Duke University designed to support and link inpatient and outpatient psychiatric services to each other, as well as to other general application electronic health record systems).**

**Treatment Planning:** We have developed a new form and are currently using this form for Treatment Plans. There will be six coaches (2 psychiatrists; 3 nurses and one psychologist) that will sit in on treatment teams that are not their own treatment teams and they will record their assessment. We have set up a database to look at the progress. Two to three times a month each treatment team will be visited by one of these coaches. Some of these meetings will also be videotaped and then looked at with the treatment team and Dr. Gellar. Dr. Gellar will be here in the middle of January.

**Smoking Cessation:** First of all it is healthy. Dr. Simpatico stated that we are the only hospital that still allows our patients to smoke. Smoking right now gets in the way of programs. We would like to replace smoking with more program attendance which in the long run will help patients.

**Conclusion:** Dr. Simpatico will follow-up on issues stated above.

**Action:** Dr. Simpatico will keep everyone updated.

**Person Responsible:** Dr. Simpatico

**Due Date:** January , 2007

**Discussed: Other Business**

**Nominations to the Board – Steve Gold reported that per statute the Secretary is asking the Future's Advisory group to examine the entity**

called the Governing Body and look at its genesis existence, its purposes and to provide the Secretary with advice as to whether it should continue as is, be formalized in enabling legislation or cease.

**Policy:** Level of Autonomy and Supervision – Jessica Oski went over this policy with members and a motion was made to approve the Level of Autonomy and Supervision Policy as amended and agreed upon today – Bill McMains approved, Frank Reed seconded, all were in favor.

**Conclusions:** The policy above was approved

**Action:** N/A

**Person responsible:** N/A

**Due Date:** N/A

**Public Comment:** None present

**Meeting Adjourned at 3:30 p.m.**